

MEMO# 11473

December 16, 1999

MARK YOUR CALENDAR - WORKSHOP FOR NEW FUND DIRECTORS

[11473] December 16, 1999 TO: BOARD OF GOVERNORS No. 75-99 INVESTMENT COMPANY DIRECTORS No. 14-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 109-99 SEC RULES COMMITTEE No. 106-99 RE: MARK YOUR CALENDAR - WORKSHOP FOR NEW FUND DIRECTORS

The Investment Company Institute is pleased to offer a Workshop for New Fund Directors on April 14, 2000 in Washington, D.C. The one-day workshop will feature interactive exercises focusing on specific areas of director responsibility, facilitated by experienced fund directors and counsel. Attendance at the workshop will be limited to 100 persons. The Workshop for New Fund Directors will be held at the St. Regis Hotel in Washington, D.C. We anticipate that the program will begin at 8:30 a.m. and will conclude by 3:00 p.m. If you plan to spend the night at the hotel on April 13th, reservations should be made by contacting the hotel directly at 202/879-6911. Workshop participants should request the Investment Company Institute room rate of \$265. The cut-off date for room reservations is March 13. A preliminary program and registration form for this event will be mailed to you in January. Marguerite Bateman Associate Counsel

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